CHANGE ORDER TIPS

Printing Change Orders

Always print your change orders. When processing cancellations, your status will change to *499* but always change to *440* to print and then it will change back to *499.*

For *CNX* and *CNL* change orders where the un-award/re-award process will be used, the change order must be printed before the un-award process will occur. Once the change order is printed, it is processed in the nightly cycle and the un-award process will set the solicitation award flag to 'U', which will allow the buyer to award the item(s) to another vendor.

Change Order Facts

When you enter a change order, once the change order is printed the *OQTY* and *OAMT* tables in AGPS are updated with the change information.

When creating an *OCHG*, the Change Type Code must represent the change amount.

> If you create a *DEC*, the change amount must be negative or zero. If the amount is positive, when you change the status to *425* on *OCHG*, you will receive an error message O606E – CHANGE TYPE MUST EQUAL INC. Change the status to *405* and the change type code to *INC* and proceed.

> If you create a *INC*, the change amount must be positive or zero. If the amount is negative, when you change the status to *425* on *OCHG*, you will receive an error message O605E – CHANGE TYPE MUST EQUAL DEC. Change the status to *405* and the change type code to *DEC* and proceed.

If you need to cancel a line on a purchase order, do not process a *DEC* change order. Do a *CNL* change instead.

Auto-Build *OCAC*

When processing an *INC* or *DEC* change order, you can change the *OCAC* Build Flag to 'Y'. If this field is changed to 'Y', when the status on *OCHG* is changed to *425* the system will automatically build the *OCAC* records according to the changes made on *OCLN*. For *CNX* and *CNL* change orders, the *OCAC* will build automatically without changing the *OCAC* Build Flag.

You **CAN NOT** use the Auto-Build *OCAC* for *SUB* change orders.

Encumbrance Tips

1. When changing the status of an order change to *435*, if system returns with a status of *833*, you may be in the *"pause mode"*. To correct this, either type END in the function line to end out of the pause mode, or logoff ISIS and once back in, inquire on the order change and change the status to *435* again.